Dynamic subtotals

May 6, 2003
By Helen Bradley

When you use a filter on an Excel list, you should avoid using the SUM function. The problem is that SUM adds both visible and invisible cells instead of just those that are visible.

Instead, you should click on the AutoSum button on the Standard toolbar. This creates a SUBTOTAL formula, which will ignore the invisible cells.

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Copying clip art

May 6, 2003
By Helen Bradley

When you've added a chart to a worksheet, you can copy it by selecting the image and then holding down the Shift key as you click on Edit | Copy Picture | As Shown on Screen. This will reproduce the chart exactly as you see it in Excel when you paste it into another program, such as Outlook or Adobe PageMaker. (Using the regular Edit | Copy function will sometimes cause the formatting to change.) This method also works to take a picture of a selected range.

More menus

May 6, 2003
By Helen Bradley

By holding Shift as you click on menus, you can uncover a variety of hidden options, such as Close All, Save All, and Paste Picture. Some toolbar buttons also change behavior with the Shift key. For example, in Excel, the underline button becomes double underline, Align Left becomes Align Right, and Increase Decimal becomes Decrease Decimal.

Picture your charts

May 6, 2003
By Helen Bradley

To replace the bars or columns in a chart with images, first right-click on the bars, columns, or series. Choose Format Data Series, click on the Patterns tab, and select Fill Effects. Go to the Picture tab and click on Select Picture. Choose an image and click on Insert. Select the Stack option and click on OK twice. Repeat this for the other chart series. Alternatively, you can select individual data points and add a different image to each.

Sum anything

May 6, 2003
By Helen Bradley

Using SUM to add a range of cells fails spectacularly when the range contains an error value. You can avoid this by using an array function to add only the cells that don't contain errors. For example, to sum the value of cells in the range A2:A10 while ignoring errors, type this formula:

```
=SUM(IF(ISERROR(A2:A10),0,A2:A10))
```

and enter it as an array formula by pressing Ctrl-Shift-Enter.

Save a chart as a GIF file

May 6, 2003
By Helen Bradley

You can save selected charts as GIF files using the following macro:

```
Sub savechart()

If TypeName(Selection) = "ChartArea" Then

userFname = InputBox("Filename of chart file?", "Save chart", "excelchart")

userNameAndPath = ThisWorkbook.Path & "\" & userFname & ".gif"

ActiveChart.Export Filename:=userNameAndPath, FilterName:="GIF"

MsgBox "Chart is saved as" & Chr(13) & userNameAndPath

Else

userReply = MsgBox("Please select a Chart Area, then run macro again", vbOKOnly, "Error in selection")

End If

End Sub
```

After you've written the macro, you must save your Excel workbook. Now click on the chart area and run the macro. After you name the file, the chart will be saved to the same folder as the workbook.

Grab Web data

May 6, 2003
By Helen Bradley

To add data from a Web page to a worksheet, choose Data | Import External Data | New Web Query and type the URL. After the page loads, click on the yellow arrow to select data. Click on Import, then select the location for the data to be placed and click on OK. You can refresh the data by clicking inside the data area and clicking on the Refresh Data button on the External Data toolbar.

Quick toggle macros

May 6, 2003
By Helen Bradley

Most of the options selectable by choosing the Tools | Options | General tab can be set in Visual Basic macros by assigning true or false values to the relevant properties. You can also toggle a property's state using the NOT operator. For example, toggle the DisplayGridlines property with this statement:

```
ActiveWindow.DisplayGridlines = Not(ActiveWindow.DisplayGridlines)
```

To add the macro to a toolbar button, right-click on a toolbar and choose the Customize | Commands tab; from the Categories list choose Macros, then drag the Custom button onto the toolbar. Right-click on the button,

choose Assign Macro, and click on the macro name. You can create a custom button or copy and paste one from any other toolbar.

Sum using conditions

May 6, 2003
By Helen Bradley

The SUMIF function will add a series of numbers only if the numbers meet a single condition. For example, =SUMIF(A1:A10,"=California",B1:B10) totals the values in the range B1:B10, but it includes a B cell only if the corresponding A cell contains California.

To sum using multiple AND conditions, select the Conditional Sum Wizard Add-In. You can run it by choosing Tools | Conditional Sum. You can, for example, create a calculation that adds up sales when the state value is California and the year is 2003.

Additional functions

May 6, 2003
By Helen Bradley

The Analysis Toolpak, which is included on the Microsoft installation CD, contains several additional functions that you may find very useful. To install these features, choose Tools | Add-ins, enable Analysis Toolpak, and click on OK. Some of the new functions include Randbetween, which returns random integers between two numbers; EOMonth, which returns the last day of a month; and Convert, which converts from one unit of measure to another.

Format alternate rows

May 6, 2003
By Helen Bradley

By using conditional formatting, you can format alternate rows (or columns) of a workbook. Select the area to format, and choose Format | Conditional formatting. Select Formula Is, type=MOD(ROW(),2)=0, and set a format to use. Click on Add, type=MOD(ROW(),2)=1, and set an alternate format. To format alternate columns, simply replace ROW() with COLUMN().

Change your View

May 6, 2003
By Helen Bradley

To save custom screen and print settings, use Excel's Views. After setting the screen and print settings, choose View | Custom Views, click on Add, and type a name for your view. You can return to your custom settings at any time by choosing View | Custom Views, selecting the view name, and clicking on Show.

Select a cell entry

May 6, 2003
By Helen Bradley

Using the Data Validation tools, you can offer users a list of cell entries to select from. For example, for a state cell you can include a list of relevant states.

Type the list items into a column somewhere in the workbook. Select the cells. Choose Insert | Name | Define, and type InputList for the name. Now select the cells into which the data will be entered, and choose the Data | Validation | Settings tab.

From the Allow list, choose List, and in the Source area type =InputList and click on OK. Now when a user clicks on a cell in this range, a list box appears, letting the user select an entry for the cell.